

# EQUIPMENT PARTS ASSISTANT

## Department of Public Works – Fleet Services

*The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.*

**PURPOSE:** Ensure availability of essential parts for the repair and maintenance of city equipment through inventory controls, parts procurement, order expediting, data entry, proper record maintenance, and the receiving, stocking and disbursing of parts.

### **ESSENTIAL FUNCTIONS:**

- Support repair and operations personnel through fulfillment of requests for parts and supplies.
- Determine spare parts availability using inventory control system.
- Identify manufacturer and aftermarket part numbers to make correct orders.
- Source, order, receive, and deliver non-stocked items from vendors.
- Expedite parts orders as necessary based on inventory status and the need of parts for immediate repairs.
- Perform parts pickup and delivery, including the loading and unloading of trucks.
- Document and post inventory and purchase transactions in fleet management software program.
- Maintain inventory through variance identification, warehouse stocking, inventory transfers, and recommending additions to regularly stocked parts inventory.
- Ensure material security to reduce loss and theft.
- Support vehicle/equipment repair crews during snow and ice control operations.

### **Conditions of Employment:**

- The Equipment Parts Assistant may be assigned to work first or second shift and will be scheduled for an on-call rotation to support emergency snow and ice control operation repairs.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

### **MINIMUM REQUIREMENTS:**

1. Three years of experience in a parts related field such as: jobber experience, dealer, parts shipping department-heavy equipment or construction parts.
2. Valid driver's license at time of appointment and throughout employment.
3. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.

*Note: Equivalent combinations of job-related coursework and experience may also be considered.*

### **DESIRABLE QUALIFICATIONS:**

- High school diploma or equivalent.
- ASE Parts Specialist Certification P1 (Medium-Heavy Duty Truck Dealership Parts Specialist).
- ASE Parts Specialist Certification P2 (Automobile Parts Specialist).

**KNOWLEDGE, SKILLS AND ABILITIES AND OTHER CHARACTERISTICS:**

- Extensive knowledge of automotive and heavy equipment parts, parts manuals, and tools to increase efficiency finding and sourcing parts with vendors.
- Knowledge of warehousing procedures to ensure inventory is easy to find and to easily identify variances.
- Knowledge of inventory management methods and techniques in order to improve the availability of regularly used items within the inventory.
- Knowledge of fleet management software programs to allow effective management and tracking of stock and the needs of vehicle job orders.
- Skill to actively listen to what others are saying and requesting to meet fleet maintenance needs.
- Ability to communicate with external vendors and coworkers to ensure that necessary tasks are accomplished.
- Ability to identify and meet customer needs that will ensure parts, service and equipment are available when needed by various mechanics, supervisors and departments.
- Ability to learn new vehicle, equipment, and material management technologies to keep up with current trends on how components work best together and when warranties/scheduled maintenance should be suggested.
- Ability to adapt to changing priorities and work environments.
- Ability to lift and carry equipment and materials up to 50 pounds alone and more weight with assistance.

**THE CURRENT PAY RANGE (PR 6IN) IS:** \$36,028 - \$42,272 annually with excellent benefits.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **March 22, 2013**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

**APPLICATIONS** and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202-3554, from [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), or by calling (414) 286-3751.